

SEOUL FOREIGN SCHOOL BUS POLICIES

BUS POLICIES – Please review these policies with your child. If your child fails to abide by these policies, he or she may be temporarily or permanently suspended from riding the school bus.

Each student is expected to:

1. Remain in his/her assigned seat with his/her seat belt securely fastened at all times.
2. Enter the bus and take his/her assigned seat in a timely fashion, and not wait until just before the departure time.
3. Not leave the bus, once having entered, until the appropriate stop, unless he/she has special permission from the safety monitor.
4. Behave properly at all times. There is to be no fighting, rough housing, shouting, throwing things, etc. at any time.
5. Keep arms, legs and other body parts inside the bus, not throw any object out of a bus window, and refrain from making impolite comments or gestures to those on or off the bus.
6. Not eat, drink, or chew gum on the bus.
7. Not bring knives of any kind, firearms, lighters or other dangerous or potentially harmful materials onto the bus.
8. Not damage the seats or anything else on the bus and will be expected to pay for any damage.
9. Promptly and courteously follow the bus safety monitor's and bus driver's instructions without exception. Rudeness toward the bus driver or bus safety monitor is unacceptable. If a student has a concern with an instruction and/or an action by the bus safety monitor or driver, he/she is to follow that instruction and then report the matter to Principal of school.
10. Refrain from loud talking, clapping, singing, playing games, playing of music, etc. which might distract the bus driver or disturb other riders.

Please note:

- If the student is temporarily or permanently suspended from riding the bus for disciplinary reasons, there will be no refund of bus fee for the period of suspension.
- If for other reasons, the student decides to no longer ride the bus, the bus fee is normally refundable in accordance with the terms of the Refund Schedule.

BUS FEE INFORMATION - The bus fee is payable in the same manner as tuition and most other fees. The entire bus fee is due along with tuition and other fees and is subject to the same late charge. An installment plan is available. Please contact Ms. Daisy Kim (phone: 330-3134; email: student.billing@seoulforeign.org) in the Business Office for more details.

LATE BUSES FOR BRITISH SCHOOL KEY STATE 3, MIDDLE AND HIGH SCHOOL STUDENTS –

There are five late bus routes for Middle and High School students who choose to participate in after school activities. Older elementary level students in grade 3 / year 4 or above who are attending SWEP or FOBISIA will exceptionally be allowed to use late buses as well. These buses leave Seoul Foreign School at 5:15 P.M.

As the nature of our late bus service ability these buses will only go to the traffic center or subway station.

BUS BREAKDOWN PROCEDURES – The school's buses are extremely dependable and well maintained. However, in the event of a breakdown the procedures listed below will be followed.

1. The bus driver will notify the school using the cellular phone available on each bus. Another bus will be dispatched as soon as possible.
2. All students will remain on the bus with the driver.
3. For the morning bus routes the safety monitor will catch a taxi and complete the regular scheduled bus route to notify students at each stop of the new estimated pick-up time. The school will also attempt to notify the parents of those students who have yet to be picked up to notify the parents/guardians of the situation.
4. For the afternoon bus route the school will attempt to contact the parents of those students still on the bus to notify the parents/guardians of the new estimated drop-off time.

EXTENDED TRAFFIC DELAY PROCEDURES – Traffic in Seoul can be very heavy. The procedures listed below will go into effect when the bus is delayed in traffic for 30minutes or more.

1. The bus driver will notify the school using the cellular phone available on each bus.
2. All students will remain on the bus with the driver.
3. For the morning bus route the school will attempt to notify the parents of those students who have yet to be picked up to notify the parents/guardians of the situation.
4. For the afternoon bus route the school will attempt to notify the parents of those students still on the bus to notify the parents/guardians of the new estimated drop-off time.

PLEASE DISCUSS THESE PROCEDURES WITH YOUR CHILDREN SO THEY UNDERSTAND WHAT WILL BE DONE IN THE EVENT OF A BUS BREAKDOWN OR EXTENDED TRAFFIC DELAY. IT IS ALWAYS A GOOD IDEA FOR YOUR CHILD TO HAVE EMERGENCY CONTACT PHONE NUMBERS WITH HIM/HER.